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| Document | <b>City Swim Conference Representative -- NSC Job Description</b> |
| Version  | 2.0                                                               |
| Date     | February 9, 2020                                                  |

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| Job Name                  | <b>City Swim Conference Representative</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Role for <b>City Meet</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Be the lead NSC rep for your team for your assigned area of responsibility. This entails training the volunteer workers their job assigned by the City Committee</li> <li><input type="checkbox"/> Attend and assist with set-up for the meet on Friday of the City meet (2 Reps from each team must attend Friday night set up)</li> <li><input type="checkbox"/> Be a backup to workers if workers do not show up</li> <li><input type="checkbox"/> Help address any safety issues that might arise</li> <li><input type="checkbox"/> Make sure your team cleans up their team area before they leave</li> <li><input type="checkbox"/> Make sure your team behaves in a professional and courteous manner</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Pre-Meet                  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Understand what time you need to report to the meet to set up.</li> <li><input type="checkbox"/> Understand the job area you need to be mentor for by reading the job descriptions.</li> <li><input type="checkbox"/> Make sure your City Job Coordinator has gotten all your team's jobs filled.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| During Meet               | <ul style="list-style-type: none"> <li><input type="checkbox"/> Understand the job area you need to be mentor for by reading the job descriptions.</li> <li><input type="checkbox"/> Make sure your City or Classic Job Coordinator has gotten all your team's jobs filled.</li> <li><input type="checkbox"/> Make sure your team is being professional and courteous.</li> </ul> <p><i>Steps to perform during meet:</i></p> <ol style="list-style-type: none"> <li>1. Show up at the meet and check in with the meet director.</li> <li>2. Find the location at the high school where your job area should meet (example: timers report to the deck).</li> <li>3. Wait for your workers at the job meeting location and check them in</li> <li>4. If a worker from your team does not show up, give the name/pool/job to the announcer and they will make an announcement to the spectators. The City job coordinator for the team the worker belongs to is notified and they provide a substitute or substitute for the job themselves.</li> <li>5. Explain to each worker how you want them to perform their job.</li> <li>6. Ask the workers to get ready to start working (e.g. report behind the blocks for timers).</li> </ol> |
| Post-Meet                 | <ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure your team area is cleaned up before you leave</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Supplies                  | <ul style="list-style-type: none"> <li><input type="checkbox"/> None</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Notes                     | <ol style="list-style-type: none"> <li>1. If a worker from your team does not show up for their job, please assist your team's job coordinator to find a replacement quickly</li> <li>2. The job description you need to learn is posted on the NSC web site and may be provided by the City Meet Director</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |